

How to Conduct a Tailgate Talk

A Tailgate Talk is a brief training session on a single safety topic, typically held around the tailgate of a truck or another convenient spot. It should last 10-15 minutes with a small group of workers.

KEY POINTS

- Choose one safety topic per session.
- Keep it short and concise.
- Hold sessions with 6-10 workers.
- Ensure the location is comfortable and safe.
- Allow time for questions and answers.
- Document the training.

CHOOSE SAFETY TOPICS

- Focus on recent events or ask employees for suggestions.
- Use newsletters and local news for additional ideas.

PLAN LOGISTICS

- Limit sessions to 6-10 workers.
- Hold sessions earlier in the week (avoid Monday mornings).
- Conduct sessions weekly, dedicating specific time for training.
- Keep sessions under 15 minutes.

PREPARE AND CONDUCT THE SESSION

- Include visual aids and handouts.
- Familiarize yourself with the materials beforehand.
- Keep the presentation informal and avoid technical jargon.
- Involve workers in the discussion.
- Allow time for questions and have workers sign a training acknowledgment sheet.



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Louisiana's Tailgate Talk Series

Steps of Conducting a Job Hazard Analysis



The Louisiana Local Technical Assistance Program (LTAP) Center serves training needs of local transportation agencies.

We are part of the Louisiana Transportation Research Center (LTRC), which is a cooperative effort between the Louisiana Department of Transportation and Development (DOTD), the Federal Highway Administration (FHWA), and Louisiana State University (LSU).

Timely Safety Briefings

Steps of Conducting a JHA

What is Job Hazard Analysis?

- A Job Hazard Analysis (JHA), also known as Job Safety Analysis (JSA), is a systematic process to identify and evaluate hazards in specific job tasks.
- The main goal: Eliminate or control hazards to ensure a safe working environment.

Why JHA Matters:

- Reduces injuries and absenteeism
- Increases productivity and morale
- Helps comply with safety standards (e.g., PPE requirements)

Step 1: Break Down the Job

List every task in sequence. Example: What if a tool slips during use?

Step 2: Identify the Hazards

Look for hazards like sharp edges, “struck by” risks, and hazardous materials
Common hazards: Impact, repetitive motions, heat, electrical, etc.

Step 3: Evaluate the Hazards

Ask: What is the current control? Is it effective? Consider PPE, training, worker posture, and potential for slips or falls.

Step 4: Recommend Safe Procedures

Use engineering controls (e.g., machine guards), administrative controls (e.g., procedures), and PPE to minimize risk.

Step 5: Revise the JHA

Revise after accidents, equipment damage, close calls, or changes in job processes.

When to Revise the Job Hazard Analysis

- After an Accident or Injury
When the Job Changes
After a Close Call
- Following an Employee Complaint
- If Equipment is Damaged
 - Scheduled Reviews

Whenever the JHA is revised, ensure all affected workers are retrained on the updated procedures.

Resources

Common Workplace Injuries and How they Impact Employees

<https://www.employmentlawhandbook.com/workers-compensation/common-workplace-injuries-and-how-they-impact-employees/>

OSHA’s “Fatal Four” – Leading Causes of Fatalities in the Workplace

https://www.bing.com/search?q=accidents+on+the+job&cvid=2c4cfcee003c4cd9963c8dc7b2378ec7&gs_lcrp=EgRIZGdlKgYIABBFvGDKyBggAEEUYOdIBCDIOOTZqMGoxqAIAAsAIA&FORM=ANAB01&adppc=EdgeStart&PC=U531

Tailgate Talk Resources

Louisiana LTAP

<https://www.ltrc.lsu.edu/ltap/tailgate-talks.html>

NLTAPA

<https://nltapa.org/informationexchange/nltapa-tailgate-talks/>

T2 Tailgate Talks

https://www.cti.uconn.edu/cti/T2_Tailgate_Talks.asp

